

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

FEBRUARY 24, 1997

SUBJECT: RIDE ALONG REQUEST AND WAIVER, FORM 15.83.0 - ACTIVATED

PURPOSE: This Order deactivates the Ride Along Request and Waiver, Temporary Form 328, and activates the Ride Along Request and Waiver, Form 15.83.0, as a permanent form.

PROCEDURE:

- I. RIDE ALONG REQUEST AND WAIVER, TEMPORARY FORM 328 - DEACTIVATED. The Ride Along Request and Waiver, Temporary Form 328, is deactivated.
- II. RIDE ALONG REQUEST AND WAIVER, FORM 15.83.0 - ACTIVATED. The Ride Along Request and Waiver, Form 15.83.0, is activated. Area commanding officers shall ensure that Form 15.83.0 is maintained at each Area Community Police Station and completed for each person requesting a ride along.

USE OF FORM: This form is used to approve or deny ride along requests and obtain waivers of liability.

COMPLETION: A separate form shall be completed for each person requesting a ride along.

DISTRIBUTION:

- 1 - Original to be submitted to the watch commander and attached to and retained with the watch commander's log.
  - 1 - Copy (if requested), provided to the individual requesting the ride along.
- 2 - TOTAL

FORM AVAILABILITY: The Ride Along Request and Waiver, Form 15.83.0, is available for ordering from Supply Division. Temporary Form 328 shall be marked "obsolete" and placed into the divisional recycling bin.

AMENDMENTS: This Order amends Section 5/15.83.0 of the Department Manual.

AUDIT RESPONSIBILITIES: Bureau commanding officers shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

  
WILLIE L. WILLIAMS  
Chief of Police

DISTRIBUTION "B"

RECEIVED

FEB 24 1997

PLANNING AND RESEARCH  
DIVISION



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

APRIL 9, 1997

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions and revisions to the Department Manual.

PROCEDURE:

I. PUPILOMETER, FORM 5.18.0 - REVISED. This Order revises the Pupilometer, Form 5.18.0, to comply with new standards established by the International Association of Chiefs of Police (IACP); the regulating agency which certifies Drug Recognition Experts. The revised Pupilometer will add 7.5, 8.0, 8.5, and 9.0 millimeter measurements to the current form.

A. Use and Distribution of Form. The use and distribution of this form have not been changed. The pupilometer will provide concerned officers with an accurate, acceptable tool for measuring pupil reaction to light.

FORM AVAILABILITY: The revised Pupilometer, Form 5.18.0, will be available for ordering from Supply Division within 90-120 days. Existing stock shall be placed in the recycling bins.

II. FIELD/LIAISON SECTION, DETECTIVE HEADQUARTERS DIVISION RESPONSIBILITIES - REVISED. In order to assist Department personnel conducting investigations, Detective Headquarters Division (DHD) established and maintained a Hospital Detail at Los Angeles County - USC Medical Center. The Los Angeles County Safety Police has agreed to staff and operate the Hospital Detail. This Order revises the duties of the Field/Liaison Section, DHD.

A. HOSPITAL DETAIL - TRANSFER. The Hospital Detail will be staffed and operated by the Los Angeles County Safety Police.

B. FIELD/LIAISON SECTION - FUNCTIONS. The Field/Liaison Section is responsible for:

Los Angeles County - USC Medical Center Services.

\* Providing advice to Department personnel during an investigation concerning patients and decedents at Los Angeles County - USC Medical Center and Mortuary.

Note: Investigating officers requiring medical information or hospital passes concerning victims and suspects hospitalized at Los Angeles County - USC Medical Center should contact the Los Angeles County Safety Police Liaison Officer.

SPECIAL ORDER NO. 2

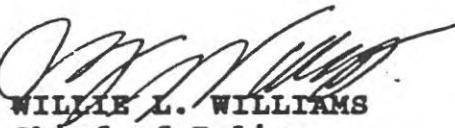
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APRIL 9, 1997

C. FIELD/LIAISON SECTION - SPECIAL LIAISON. The Field/Liaison Section maintains liaison with:

Los Angeles County Safety Police - USC Medical Center. To provide coordination between Department investigators and Los Angeles County Safety Police concerning patients and decedents at Los Angeles County - USC Medical Center and Mortuary.

**AMENDMENTS:** This Order amends Sections 2/1042.31, 2/1042.33 and 2/1042.36 of the Department Manual.



WILLIE L. WILLIAMS  
Chief of Police

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

APRIL 11, 1997

**SUBJECT: FALSE ALARM NOTIFICATION, FORM 2.90.0 - REVISED**

**PURPOSE:** This Order revises and retitles the False Alarm Notification, Form 2.90.0, to Alarm Notification. The form is used to facilitate the notification to citizens of their permit status and to assist in the enforcement of the Los Angeles Municipal Code (LAMC) Section 103.206(b) **Alarm Systems**. This Order also revises the use and completion of the Form.

**PROCEDURE:**

**I. FALSE ALARM NOTIFICATION, FORM 2.90.0 - REVISED.** The False Alarm Notification, Form 2.90.0, is retitled, Alarm Notification.

**A. Use of Form.** This form is used to notify owners or subscribers of a police response to a false alarm at their business or residence; or to a violation of LAMC Section 103.206(b), no valid Board of Police Commissioners' (BOPC) permit number on file with the City of Los Angeles.

**B. Completion - Open Business or Occupied Residence.** When an officer has responded to a false alarm at an open business or occupied residence, the officer shall verify that a valid BOPC permit number is on file. The officer shall place a check in the box on the reverse side of the form when the location does not have a permit. The completed Alarm Notification card shall be issued to the subscriber/owner or other responsible person at the location. Officers shall record on the Daily Field Activities report (DFAR), Form 15.52, the name of the person to whom the completed Alarm Notification card was issued.

**Note:** Officers can obtain the BOPC permit number via the Mobile Digital Terminal (MDT), listed in the Incident's Comments. Officers not required to maintain a DFAR shall record the name of the person to whom the completed Form 2.90.0 was issued in the Radio Call Incident Comments by using their Mobile Digital Terminal (MDT) or through the Radio Telephone Operator (RTO).

**Closed Business or Unoccupied Residence.** When an officer has responded to a false alarm at a closed business or unoccupied residence, the officer shall verify that a valid BOPC permit number is on file, and leave the Alarm Notification at the premises. The notification shall be left in such a manner that it is conspicuous to the subscriber/owner, but concealed from passersby. The officer shall record on the DFAR that a completed Alarm Notification was left at the scene.

**Note:** Officers not required to maintain a DFAR shall record the issuance of the Form 2.90.0 in the Radio Call Incident Comments by using the MDT or through the RTO.

**C. Distribution.** The distribution of the Alarm Notification has not changed.

**FORM AVAILABILITY:** The revised Alarm Notification, Form 2.90.0, will be available for ordering from Supply Division within 90 to 120 days. Existing stock should be used until the revised Form is available for ordering.

**AMENDMENTS:** This Order amends Sections 4/203.60 and 5/2.90.0 of the Department Manual.

**AUDIT RESPONSIBILITY:** Bureau commanding officers shall monitor compliance with this directive in accordance with the Department Manual Section 0/080.30.



WILLIE E. WILLIAMS  
Chief of Police

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

MAY 2, 1997

**SUBJECT:** EXTENSION OF LIMITED TOUR ASSIGNMENTS FOR AREA VICE AND INTERNAL AFFAIRS DIVISION POSITIONS

**PURPOSE:** Some Area vice and Internal Affairs Division assignments are considered to be training or management development positions. It has been determined that the functional expertise and stability of personnel within these limited tour assignments would be greatly enhanced by extending the time limits. Effective immediately, tour assignments for Area vice and Internal Affairs Division positions are extended.

Employees currently assigned to Area vice units and Internal Affairs Division positions are included in these revised procedures.

**PROCEDURE:**

**I. AREA VICE POSITIONS.** Officers assigned to Area vice units shall be assigned for a period **not to exceed 26 deployment periods**. Officers shall **not** be reassigned to an Area vice unit until **26 deployment periods have elapsed since their previous vice assignment**.

**Note:** Time in the assignment may be extended beyond the **26 deployment periods** in special situations with the written approval of the concerned bureau commanding officer.

**II. INTERNAL AFFAIRS DIVISION POSITIONS.** Officers assigned to one of the following functions within Internal Affairs Division shall be assigned for a period **not to exceed three years**:

- \* Administrative Section;
- \* Investigative Section;
- \* Advocate Section; and
- \* Special Operations Section.

A two-year extension of such an assignment may be granted by the Commanding Officer, Internal Affairs Group, for a total of five years in any one assignment. Employees transferring to a new assignment would begin a new three-year term.

An employee who has had a three-year tour of duty extended in any one assignment shall be restricted to one additional assignment within Internal Affairs Division. A two-year extension may also be granted by the Commanding Officer, Internal Affairs Group, for the second assignment.

SPECIAL ORDER NO. 4

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MAY 2, 1997

**Note:** The maximum length of assignment to Internal Affairs Division is ten years, regardless of individual assignments worked. Any deviation from the two-assignment limitation or the ten-year limitation must be based on an overwhelming need and with the specific approval of the Chief of Police.

A new three-year tour of duty shall apply when an employee is upgraded to Detective III while assigned to Internal Affairs Division or returns to the division after being selected for a Detective III or Lieutenant II position.

**AMENDMENTS:** This Order amends Section 3/763.67 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Bureau of Special Investigation, and each bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS  
Chief of Police

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 5

JUNE 30, 1997

SUBJECT: COMPLAINANT INFORMATION ADVISORY FORM, FORM 1.81.16.

PURPOSE: Effective January 1, 1996, Section 148.6 was added to the California Penal Code making it a misdemeanor to knowingly file a false allegation of misconduct against a peace officer. This Order activates the Complainant Information Advisory Form, Form 1.81.16, as an official Department form and amends Department procedures for completing reports when an allegation of misconduct is accepted against a sworn employee.

PROCEDURE:

I. COMPLAINANT INFORMATION ADVISORY FORM, FORM 1.81.16 - ACTIVATED.

A. Use of Form. This form is used in conjunction with a complaint investigation to advise a complainant of the provisions of 148.6 PC, after the concerned supervisor has conducted an initial interview of a complainant and has completed the complainant's formal statement.

NOTE: For the purpose of this Order, the term "supervisor" may include a non-sworn representative from the Police Commission staff.

B. Completion - General. The Complainant Information Advisory Form, Form 1.81.16, shall be completed after interviewing a complainant regarding any alleged act(s) of misconduct.

C. Distribution.

1 - Original to Internal Affairs Division (attached to Personnel Complaint, Form 1.81.0).  
1 - Copy to complainant.

2 - TOTAL

II. COMPLETION AND FORWARDING OF COMPLAINANT INFORMATION ADVISORY FORM. The following procedures shall be used when conducting preliminary investigations of misconduct:

A. Supervisors' - Responsibilities. The interviewing supervisor shall:

- \* After the allegations of misconduct have been obtained, allow the complainant to review and sign his/her statement;
- \* After the complainant has read and signed his/her statement, allow the complainant to read the Complainant Information Advisory Form;
- \* Explain the provisions of Penal Code Section 148.6;
- \* Request that the complainant sign the Complainant Information Advisory Form on the "Complainant Signature" line indicating that the complainant understands his/her rights and obligations under the law;
- \* Write "refused" on the "Complainant Signature" line, if the complainant refuses to sign the form; and
- \* Sign the form on the "Interviewing Supervisor" line.

If the complainant is a Department employee and he/she refuses to sign the Complainant Advisory Form, the supervisor shall proceed as outlined above.

When circumstances preclude an in-person interview with the complainant and/or the complainant is anonymous, the interviewing supervisor shall:

- \* If possible, conduct the interview telephonically;
- \* Read the Complainant Information Advisory Form to the complainant;
- \* Sign the form on the "Interviewing Supervisor" line;
- \* Print the complainant's name, if known, or "anonymous" if unknown on the appropriate line;
- \* Write "telephonic" in place of the complainant's signature; and
- \* Mail a copy of the Complainant Advisory Form if the complainant's address is known.

The Complainant Information Advisory Form shall be attached to the completed Personnel Complaint, Form 1.81, and distributed according to existing procedures.

**B. Internal Affairs Division (IAD) - Responsibilities**

The Commanding Officer, IAD, shall determine when a misdemeanor criminal filing for violation of 148.6 PC will be sought. If so determined, IAD shall complete and forward a copy of the crime report, along with a copy of any appropriate documentation to Detective Headquarters Division.

JUNE 30, 1997

**Exception:** IAD is responsible for conducting the criminal investigation when the complainant is a Department employee and is suspected of violating 148.6 PC.

C. Detective Headquarters Division (DHD) -  
**Responsibilities.** Upon receipt of the crime report and documentation from IAD, the Commanding Officer, DHD, shall:

- \* Ensure that an independent investigation of the alleged 148.6 PC violation is conducted;
- \* If appropriate, ensure that the investigation is presented to the Office of the City Attorney for criminal filing;
- \* Notify IAD of a City Attorney filing or reject; and
- \* If a filing is obtained, notify IAD of the disposition once the case is adjudicated.

**FORMS AVAILABILITY:** The Complainant Information Advisory Form, Form 1.81.16, will be available for ordering from Supply Division within 90 - 120 days. The attached Form 1.81.16, shall be duplicated until the form is available.

**AMENDMENTS:** This Order amends Sections 2/1042.21, 3/810.40, 3/815.10, 3/815.30 of, and adds Sections 3/810.42, and 5/1.81.16 to, the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Bureau of Special Investigation, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BAYAN LEWIS  
Chief of Police

Attachment

DISTRIBUTION "A"

**COMPLAINANT INFORMATION ADVISORY FORM**  
Penal Code Section 148.6

**YOU HAVE THE RIGHT TO MAKE A COMPLAINT AGAINST A POLICE OFFICER FOR ANY IMPROPER CONDUCT. CALIFORNIA LAW REQUIRES THIS AGENCY TO HAVE A PROCEDURE TO INVESTIGATE CITIZENS' COMPLAINTS. YOU HAVE A RIGHT TO A WRITTEN DESCRIPTION OF THIS PROCEDURE. THIS AGENCY MAY FIND AFTER INVESTIGATION THAT THERE IS NOT ENOUGH EVIDENCE TO WARRANT ACTION ON YOUR COMPLAINT; EVEN IF THAT IS THE CASE, YOU HAVE THE RIGHT TO MAKE THE COMPLAINT AND HAVE IT INVESTIGATED IF YOU BELIEVE AN OFFICER BEHAVED IMPROPERLY. CITIZEN COMPLAINTS AND ANY REPORTS OR FINDINGS RELATING TO COMPLAINTS MUST BE RETAINED BY THIS AGENCY FOR AT LEAST FIVE YEARS.**

**IT IS AGAINST THE LAW TO MAKE A COMPLAINT THAT YOU KNOW TO BE FALSE. IF YOU MAKE A COMPLAINT AGAINST AN OFFICER KNOWING THAT IT IS FALSE, YOU CAN BE PROSECUTED ON A MISDEMEANOR CHARGE.**

I have read and understood the above statement.

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Complainant Signature

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Date

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Complainant Name (Print)

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IA Number

The complainant has indicated to me that he/she understands his/her rights and obligations in the Complainant Information Advisory Form.

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Interviewing Supervisor

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Serial Number

**FORMULARIO DE AVISO DE INFORMACION DE RECLAMANTE**  
Sección del Código Penal 148.6

USTED TIENE EL DERECHO DE HACER RECLAMACION CONTRA UN OFICIAL DE POLICIA POR CUALQUIER CONDUCTO IMPROPPIO. LA LEY DEL ESTADO DE CALIFORNIA REQUIERE ESTA AGENCIA TENER PROCEDIMIENTO PARA INVESTIGAR RECLAMACIONES DE CIUDADANOS. USTED TIENE DERECHO DE RECIBIR POR ESCRITO UNA DESCRIPCION DE ESTE PROCEDIMIENTO. ESTA AGENCIA PUEDE ENCONTRAR, DESPUES DE UNA INVESTIGACION QUE NO SUCEDE SUFFICIENTE EVIDENCIA PARA JUSTIFICAR ACCION SOBRE SU RECLAMACION; AUN QUE SEA ESTO EL CASO, USTED TIENE EL DERECHO DE HACER LA RECLAMACION Y DE TENERLO INVESTIGADO SI ES QUE USTED CREA QUE UN OFICIAL SE PORTO IMPROPIAMENTE. RECLAMACIONES DE CIUDADANOS Y CUALQUIER INFORME ESCRITO O RESULTADOS RESPETO A RECLAMACIONES, TIENEN QUE SER CONSERVADOS POR ESTA AGENCIA POR LO MINIMO DE CINCO ANOS.

ES CONTRA LA LEY HACER UNA RECLAMACION LO CUAL USTED CONOCE ES FALSO. SI USTED HACE UNA RECLAMACION CONTRA UN OFICIAL CONOCIENDO LO CUAL ES FALSO, USTED PUEDE SER PROCESADO POR DELITO MENOR.

Yo he leido y entiendo la declaración mas arriba.

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Firma de Reclamante

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Fecha

---

Nombre (Imprimido) de Reclamante

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IA Number

The complainant has indicated to me that he/she understands his/her rights and obligations in the Complainant Information Advisory Form.

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Interviewing Supervisor

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Serial Number



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

JUNE 30, 1997

SUBJECT: IMPLEMENTATION OF MEGAN'S LAW

**BACKGROUND:** On September 6, 1996, California State Assembly Bill 1562 was adopted, which implemented California's version of the federal "Megan's Law." Megan's law contains two methods for making the public aware of certain sex offenders in their communities, one **mandated** and one **discretionary**. The Department is mandated to provide public access to certain sex offender information provided by the Department of Justice. The law also authorizes but does not mandate, the Department to notify the public of sex offender information within specified limits. The discretionary portion of this law will be addressed in a forthcoming Department directive.

To comply with the mandated portion of the law, the Department has established the Sex Offender Index (SOI) to access certain sex offender information via dedicated computers located throughout the Department. Initially, the dedicated computers will be available for public access in the lobby of the Central, Harbor, Van Nuys, and West Los Angeles Community Police Stations. In the coming weeks, the remaining geographic Areas will be equipped with a dedicated computer system to access the SOI. The dedicated computers will be located in a designated area that will ensure confidentiality and security of the SOI information. Information in the SOI will be updated quarterly.

**PURPOSE:** This Order activates the Request to View Sexual Offender Identification Information Log, Form 8.28.0, and the Information Poster, Form 8.29.0, implements the Request to View Sexual Offender Identification Information, Form BCIA 4078, and establishes the Sex Offender Index (SOI) and related procedures for responding to public requests for sexual offender information.

**PROCEDURE:**

- I. **MEGAN'S LAW - REQUEST TO VIEW SEXUAL OFFENDER IDENTIFICATION INFORMATION LOG, FORM 8.28.0 - ACTIVATED.**  
The Megan's Law - Request to View Sexual Offender Identification Information Log, Form 8.28.0, is activated.

**Use of Form.** This form shall be used to register persons applying to view the Sex Offender Index.

**Completion.** The form shall be completed by the front desk employee and approved by the Area Watch Commander.

**Distribution.**

1 - Original, Major Assault Crimes Area Coordinator.

**Note:** The completed Form 8.28.0 is confidential. A copy of Form 8.28.0, may only be disclosed to law enforcement agencies for law enforcement purposes.

**II. MEGAN'S LAW - INFORMATION POSTER, FORM 8.29.0. - ACTIVATED.** The Megan's Law Information Poster, Form 8.29.0, is activated.

**A. RESPONSIBILITY FOR THE MEGAN'S LAW - INFORMATION POSTERS.** The following entities have responsibility for ensuring that Megan's Law Information Posters are placed conspicuously throughout the Department and City Council field offices:

- \* Area commanding officers shall provide posters to all City Council field offices within their Areas, and ensure posters are displayed at their stations where they are visible to the public.
- \* The Commanding Officer, Juvenile Group, shall ensure posters are made available to the Parker Center front desk.
- \* The Council Liaison Officer, Liaison Section, Chief of Staff, shall provide posters to all City Hall offices of the City Council and to the Mayor's Office.

**III. DEPARTMENT OF JUSTICE - REQUEST TO VIEW SEXUAL OFFENDER IDENTIFICATION INFORMATION, FORM BCIA 4078 - IMPLEMENTATION.** The Request to View Sexual Offender Identification Information, Form BCIA 4078, is implemented.

**Use of Form.** This form shall be used by a person applying to view the Sex Offender Index.

**Completion:** This form shall be completed by the applicant and approved by the Area Watch Commander prior to the applicant accessing the Sex Offender Index.

**Distribution.**

1 - Original, Major Assault Crimes Area Coordinator.

**Note:** The completed BCIA 4078 form is confidential. A copy of the Form BCIA 4078 may only be disclosed to law enforcement agencies for law enforcement purposes.

**IV. USE OF THE SEX OFFENDER INDEX.** The Sex Offender Index (SOI) provides public access to specified information of registered sex offenders. When public access to the SOI is requested, the following procedures shall be completed.

**A. Employees' Responsibilities.** An employee who receives a request from the public regarding sex offender information shall:

- \* Refer the individual to the front desk of the nearest SOI equipped Community Police Station.

**B. Front Desk Employees' Responsibilities.** An employee who receives a request from the public regarding sex offender information shall:

- \* Request the applicant to provide a California driver's license or California identification card;
- \* Confirm the applicant is a California state resident and is at least 18 years of age;
- \* Ensure the Request to View Sexual Offender Identification Information, Form BCIA 4078, has been completed and signed by the applicant;
- \* Complete the Request to View Sexual Offender Identification Information Log, Form 8.28.0;
- \* Submit the completed Form BCIA 4078 to the Watch Commander for review and approval;
- \* When Watch Commander approval has been obtained, direct the applicant to the SOI; and
- \* When requested, provide assistance to the applicant in obtaining information from the Sex Offender Index.

**Note:** Employees shall not provide information from the SOI via the telephone.

**C. Watch Commanders' Responsibilities.** A Watch Commander receiving a request from the public for sex offender information shall:

- \* Review the Form BCIA 4078 for completeness;
- \* Ensure the applicant is a California state resident at least 18 years of age;
- \* Complete and sign the "Law Enforcement Use Only" section of the Form BCIA 4078;
- \* Ensure the Form 8.28.0 has been completed and initialed after review;
- \* After Form BCIA 4078 and Form 8.28.0 are reviewed and approved, direct the front desk employee to allow the applicant access to the SOI; and

- \* When disapproved, provide the applicant with the reason for denial.

**V. AREA COMMANDING OFFICERS' - RESPONSIBILITIES.** The Area Commanding Officer shall be responsible for:

- \* Ensuring that roll call training is provided to Department personnel on the use of the SOI;
- \* Ensuring the SOI is properly maintained in the Area station and is available for public use on a twenty-four hour basis;
- \* Ensuring that related forms are properly maintained for a period of five years from the request date and in accordance with Department record retention procedures; and
- \* Informing the Commanding Officer, Juvenile Group, Department Coordinator for Sexual Offender Criminal Information (Megan's Law), of any special problems or situations arising from the use of the SOI.

**VI. JUVENILE GROUP - RESPONSIBILITIES.** The Commanding Officer, Juvenile Group, is designated the Department Coordinator for Sexual Offender Criminal Information (Megan's Law) and shall be responsible for:

- \* Informing the Chief of Police of any special problems or situations arising from the use of the Sex Offender Index (SOI).

**VII. INFORMATION RESOURCES DIVISION - RESPONSIBILITIES.** The Commanding Officer, Information Resources Division, shall be responsible for:

- \* Installing the SOI equipment;
- \* Coordinating the use of SOI within the Department;
- \* Maintaining updated data on SOI;
- \* Maintenance of the dedicated computers deployed at geographic Areas;
- \* Creation and distribution of the SOI Instructional Guide to all Department commands using dedicated computers; and
- \* Revising the SOI Instructional Guide.

**VIII. AREA DETECTIVE DIVISION - MAJOR ASSAULT CRIMES (MAC) COORDINATOR - RESPONSIBILITIES.** The MAC Coordinator shall be responsible for:

- \* Maintaining a file of all completed BCIA 4078 forms, and Form 8.28.0, for a period of five years and in accordance with Department records retention procedures;
- \* Prior to filing, review the Request to View Sexual Offender Identification Information, Form BCIA 4078, and the Request to View Sexual Offender Identification Information Log, Form 8.28.0, for completeness;
- \* Provide roll call training to Department personnel on the use of the SOI;
- \* Ensuring the SOI is properly maintained in the Area station lobby and is available for public use on a twenty-four hour basis;
- \* Informing the concerned commanding officer of any special problems or situations arising from the use of the SOI; and
- \* Ensuring that the SOI computer and screen are not relocated or moved from the location designated by IRD.

**FORM AVAILABILITY:** The Request to View Sexual Offender Identification Information Log, Form 8.28.0, and Megan's Law Information Poster, Form 8.29.0, will be available for ordering from Supply Division within 90-120 days. A copy of Forms 8.28.0, and BCIA 4078, are attached for duplication.

**AMENDMENTS:** This Order adds Sections 3/413.05, 5/8.28.0, and 5/8.29.0 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Juvenile Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BAYAN LEWIS  
Chief of Police

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

JULY 28, 1997

SUBJECT: DOMESTIC VIOLENCE - EMPLOYEE CONVICTIONS

BACKGROUND: On September 30, 1996, Title 18, United States Code (USC), Section 922(g), was amended, prohibiting anyone who is the subject of a specified court order, or who has been convicted of a crime punishable by imprisonment for a term exceeding one year, or who was convicted in any court of a misdemeanor crime of domestic violence to possess, ship, transport, or receive any firearm and/or ammunition. As defined by 18 USC 921(a)(33)(A), a "misdemeanor crime of domestic violence" is an offense that:

- \* Is a misdemeanor under federal or state law; and
- \* Has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.

These provisions apply to all persons at anytime prior to or after the passage of the new law. There is no exemption for law enforcement officers or other government agents.

18 USC 921(a)(33)(B)(ii), states a person will not be considered to have been convicted of such an offense if the conviction has been expunged or set aside and the person is not otherwise prohibited from possessing firearms and/or ammunition. Consequently, a prior misdemeanor conviction would not disqualify a person from possessing firearms and/or ammunition under federal law if the following conditions have been met:

- \* The conviction has been dismissed pursuant to Penal Code Section 1203.4 - Notice of Petition for Relief; and
- \* The person is not prohibited from possessing a firearm under California law.

The new federal statute includes any offense, whether or not explicitly described in the statute as a crime of domestic violence, which has, as its factual basis, the use or attempted use of physical force, or threatened use of a deadly weapon committed by the victim's current or former spouse, parent, or guardian. For example, a court convicts an individual of a lesser misdemeanor crime (e.g., 415 P.C.) with an underlying factor of domestic violence. Though the elements of the crime do not specify domestic violence as part of the offense, there is a factual basis of domestic violence and the conviction would fall under the provisions of the federal law, 18 USC 922(g)(9).

JULY 28, 1997

Special Order No. 16, 1996, established procedures to be followed when a Department employee is served with a court order, as described in 18 USC 922(g)(8). The provisions of Special Order No. 16, 1996, are not affected by the change in this federal statute.

**PURPOSE:** Due to the changes in 18 USC 922, the Department is required to identify all Department employees that may be impacted by this law. In order to have standardized procedures for the preliminary inquiry/investigation of Department employees that the federal law may affect, the Department has developed procedures to be used in identifying employees prohibited from possessing, shipping, transporting, or receiving a firearm and/or ammunition under the federal law.

This Order revises the Equipment Receipt, Form 11.9.0; activates the Employee Notification - Prohibition from Possessing, Shipping, Transporting, or Receiving a Firearm and/or Ammunition, Form 1.88.2; and establishes procedures for Department employees with a criminal conviction involving domestic violence. Additionally, a conviction disclosure and acknowledgement of receipt shall be required by Department employees. The Conviction Disclosure and Receipt of Special Order No. 7, 1997, is attached for that purpose.

**PROCEDURE:**

I. **EQUIPMENT RECEIPT, FORM 11.9.0 - REVISED.** The Equipment Receipt, Form 11.9.0, is revised and re-titled "Equipment/Firearms Receipt."

A. **Use of Form.** This form is used to record the issuance or return of a City-owned firearm(s)/ammunition.

B. **Distribution - City-owned Firearm/Ammunition.** Upon return of a City-owned firearm(s) or ammunition, the Equipment/Firearms Receipt shall be distributed as follows:

- 1 - Original, Firearms Training Unit, Training Division
  - 1 - Copy, Personnel Division
  - 1 - Copy, Internal Affairs Division, if appropriate
  - 1 - Copy, Concerned Employee's Divisional Personnel Folder
  - 1 - Copy, Concerned Employee
- 5 - TOTAL

JULY 28, 1997

II. EMPLOYEE NOTIFICATION - PROHIBITION FROM POSSESSING, SHIPPING, TRANSPORTING, OR RECEIVING A FIREARM AND/OR AMMUNITION, FORM 1.88.2 - ACTIVATED. The Employee Notification - Prohibition from Possessing, Shipping, Transporting, or Receiving a Firearm and/or Ammunition, Form 1.88.2, is activated.

- A. Use of Form. This form is used to serve notice to a Department employee of the temporary prohibition from possessing, shipping, transporting, or receiving a firearm and/or ammunition under 18 USC 922(g)(9). This form shall become a permanent record in each concerned officer's Department Personnel Folder(s) or Personal History Packet.
- B. Completion. This form shall be completed by the concerned commanding officer or supervisor who serves notice to the employee. The concerned commanding officer or supervisor shall ensure the employee signs the form and is provided a copy.

Note: If it is determined that the concerned employee is not prohibited from possessing, shipping, transporting, or receiving a firearm and/or ammunition under 18 USC 922(g)(9), the concerned commanding officer shall ensure the Form 1.88.2 is removed from the employee's Department and divisional personnel folder. The Form 1.88.2 shall be filed indefinitely in the employee's Personal History Packet maintained at Personnel Division.

C. Distribution.

- 1 - Original, Personnel Division
  - 1 - Copy, Internal Affairs Division
  - 1 - Copy, Concerned Employee's Divisional Personnel Folder
  - 1 - Copy, Concerned Employee
- 4 - TOTAL

III. DEPARTMENT EMPLOYEES WITH A CRIMINAL CONVICTION INVOLVING DOMESTIC VIOLENCE - EMPLOYEE NOTIFICATION.

- A. Employee - Responsibilities. A Department employee who has been convicted of a crime punishable by imprisonment for a term exceeding one year, a misdemeanor crime of domestic violence, or any misdemeanor crime with a factual basis of domestic violence shall:

- \* Immediately notify the concerned commanding officer and submit an Employee's Report, Form 15.7. The Form 15.7 shall include:
  - \* A brief summary of the facts of the case;
  - \* The approximate date of the filing of the criminal complaint or arrest, the original booking charge, and the arresting agency;
  - \* The approximate date of conviction, the conviction charge, the court case number, and the disposition of the case (e.g., guilty, one-year summary probation, etc.); and
  - \* A statement regarding whether the incident was investigated by the Department and the outcome of that investigation, if known.

- B. Commanding Officer - Responsibilities. When it comes to the attention of the concerned commanding officer that a Department employee appears to have been convicted of a crime punishable by imprisonment for a term exceeding one year, a misdemeanor crime of domestic violence, or any misdemeanor crime with a factual basis of domestic violence, the commanding officer shall:

- \* Retrieve all City-owned firearm(s) and Department-issued ammunition in the employee's possession;

Note: In administering this policy, all reasonable efforts shall be made to avoid embarrassment or discomfort to the officer and to minimize any intrusion of privacy. Prior to the retrieval of any firearm, an effort should be made to obtain a location out of the view of the public and other employees.

- \* Complete the Equipment/Firearms Receipt, Form 11.09, indicating the following:

- \* The employee's name and division/Area of assignment;
- \* The date of retrieval;
- \* The City-owned firearm(s) make, caliber-type, serial number;
- \* The Department-issued ammunition caliber-type and the amount of rounds received;
- \* The statement, "Hold pending preliminary inquiry regarding domestic violence;" and
- \* Properly update the Individual Uniform and Equipment Division Inspection Record, Form 1.41.0.

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Note: When a City-owned firearm(s) is not maintained at a Department facility, the commanding officer shall direct the concerned employee to surrender their City-owned firearm(s) within 72 hours.

- \* Assign the concerned employee to appropriate duties that would not require the receipt or possession of a firearm and/or ammunition;
- \* Without delay, notify Internal Affairs Division of the situation;
- \* At the time of the retrieval of the City-owned firearm(s) and Department-issued ammunition, the concerned employee shall be advised of the following:
  - \* All City-owned firearm(s) and Department-issued ammunition will be held in the custody of the commanding officer;
  - \* All privately-owned firearm(s) and/or ammunition in the employee's possession shall immediately be relinquished to a third party;
  - \* Written proof of compliance regarding the relinquishing of all privately-owned firearm(s) and/or ammunition shall be provided to the concerned commanding officer within 72 hours after receiving this advisement;
  - \* A preliminary inquiry will be completed within 90 days after the date of the employee notification. The purpose of the preliminary inquiry will be to determine if the employee is prohibited from possessing, shipping, transporting, or receiving a firearm and/or ammunition under 18 USC 922(g)(9);
  - \* Upon completion of the preliminary inquiry, the commanding officer will make a determination regarding whether a personnel complaint investigation should be initiated.

Note: When other misconduct is discovered during the preliminary inquiry, a Personnel Complaint, Form 1.81, shall be completed without delay.

- \* Complete the Employee Notification - Prohibition from Possessing, Shipping, Transporting, or Receiving a Firearm and/or Ammunition, Form 1.88.2; and

JULY 28, 1997

- \* Present the Employee Notification - Prohibition from Possessing, Shipping, Transporting, or Receiving a Firearm and/or Ammunition, Form 1.88.2, to the concerned employee for signature.

**IV. DEPARTMENT EMPLOYEES WITH A CRIMINAL CONVICTION INVOLVING DOMESTIC VIOLENCE - ADMINISTRATIVE INVESTIGATION**

**A. Commanding Officer - Responsibilities.** When a commanding officer has been notified that an employee in his or her command falls within the provisions of 18 USC 922(g)(9), the concerned commanding officer shall:

- \* Initiate a preliminary inquiry to be completed within 90 days after the date of the employee notification.
- \* Provide the Commanding Officer, Internal Affairs Division, with an update on the status of the investigation every 30 days from the date of the employee notification;
- \* When the concerned employee has obtained relief from the court or when it is determined that the employee is not in violation of 18 USC 922(g)(9):
  - \* Immediately forward a copy of all related documents with an Intradepartmental Correspondence, Form 15.02, recommending no further action to the Commanding Officer, Internal Affairs Division.

**Note:** The Commanding Officer, Internal Affairs Division, shall approve the release of the retrieved City-owned firearm(s) and Department-issued ammunition.

- \* Immediately forward a copy of all related documents with an Intradepartmental Correspondence, Form 15.02, to the Commanding Officer, Personnel Division. The Intradepartmental Correspondence shall include a request to remove all related documents concerning the investigation from the employee's Department personnel folder and to file them indefinitely in the employee's Personal History Packet. Additionally, the concerned commanding officer shall ensure that all related documents concerning the investigation are removed from the divisional Personnel Folder;

JULY 28, 1997

Note: The Personal History Packet is maintained at Personnel Division and is a confidential document not used for promotional purposes.

- \* When the concerned employee has not had the conviction expunged or set aside by a magistrate or a determination has not been made regarding a possible violation of 18 USC 922(g)(9) within 90 days of the date of the employee notification, initiate an administrative investigation by forwarding a Personnel Complaint, Form 1.81, to the Commanding Officer, Internal Affairs Division; and
- \* Advise the concerned employee, in writing, of the outcome of the preliminary inquiry.

B. Internal Affairs Division - Responsibilities. The Commanding Officer, Internal Affairs Division, shall:

- \* Consult with the affected employee's commanding officer, and assign investigative responsibility if a personnel complaint investigation is warranted;
- \* Ensure that there is a final disposition and appropriate documentation as to the employee's status following service of a Form 1.88.2; and
- \* Review and approve all requests for the return of City-owned firearm(s) and Department-approved ammunition.

V. CONVICTION DISCLOSURE AND RECEIPT OF SPECIAL ORDER - ATTACHMENT. Special Order No. 7, 1997, has an attached Conviction Disclosure and Receipt of Special Order. Commanding officers shall ensure:

- \* The Conviction Disclosure and Receipt of Special Order is properly completed and signed by all sworn and non-sworn employee(s) within his/her command;
- \* The "original" Conviction Disclosure and Receipt of Special Order is placed in the concerned officer's divisional Personnel Folder and a copy forwarded to Personnel Division.

FORMS AVAILABILITY: The Equipment/Firearms Receipt, Form 11.9.0, and The Employee Notification - Prohibition from Possessing, Shipping, Transporting, or Receiving a Firearm, Form 1.88.2, will be available for ordering from Supply Division within 90-120 days. A copy of the Form 11.9.0 and 1.88.2 are attached and shall be duplicated for immediate use.

AMENDMENTS: This Order adds Sections 3/838.20 and 5/1.88.2 to, and amends 5/11.9.0 of, the Department Manual.

SPECIAL ORDER NO. 7

- 8 -

JULY 28, 1997

AUDIT RESPONSIBILITY: The commanding officers of all bureaus and groups not within a bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

*Bayan Lewis*  
BAYAN LEWIS  
Chief of Police

Attachments

DISTRIBUTION "D"

## Los Angeles Police Department

**Employee Notification –  
Prohibition from Possessing, Shipping, Transporting or Receiving  
a Firearm and/or Ammunition**

TO: \_\_\_\_\_  
Rank, Name and Serial No.

You are hereby notified that you are prohibited from possessing ,shipping, transporting or receiving a firearm or ammunition pursuant to the provisions of Title 18 USC §922(g).

You are directed to relinquish your City-owned service weapon and ammunition and are ordered not to ship, transport, possess or receive a firearm and/or ammunition until further notice. Further, you are directed to immediately relinquish all other firearms and ammunition in your possession to a third party, such as your attorney, the local police agency or a firearms dealer.

Additionally, you are ordered not to carry a firearm or ammunition at any time. When confronted with an on-duty or off-duty situation where police action must be exercised without the use of a firearm, you should consider the seriousness of the crime, the risk to human life, and the potential for serious bodily injury. You should consider other reasonable alternatives, such as the use of other law enforcement personnel, prior to effecting an arrest or protecting the public.

Any current permits for you to engage in outside employment, the nature of which requires you to carry or possess a firearm and/or ammunition, are hereby revoked. You are also exempt from firearms qualification requirements.

If it is subsequently determined that you are not prohibited from possessing, shipping, transporting or receiving a firearm and/or ammunition under Title 18 USC §922(g), all related documents shall be removed from your personnel folder and filed indefinitely in your Personal History Packet at Personnel Division.

This order is in effect upon service of this notice to you. The restrictions in this notice shall remain in effect until you are notified otherwise, in writing, by your commanding officer.

Executed at (Area/Division) \_\_\_\_\_ Date \_\_\_\_\_

Commanding Officer or Designee \_\_\_\_\_

**Acknowledgment:**

I have read the above notification and understand that I have been given a direct order to surrender my City-owned service weapon and ammunition and that I am not to posess, ship, transport or receive a firearm or ammunition until further notice. I understand that I must immediately relinquish all other firearms and ammunition in my possession to a third party. I understand that I am not to carry a firearm and/or ammunition until I am returned to full active-duty status and notified in writing that this order has been rescinded. I understand that I may not engage in any off-duty employment that would require me to carry or possess a firearm and/or ammunition. I further understand that failure to comply with this order will be deemed as insubordination and may result in the discharge from my position as a police officer with the Los Angeles Police Department.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Original: Commanding Officer, Personnel Division  
Copy: Employee, Employee's Divisional Personnel Folder & Internal Affairs Division

## **Conviction Disclosure and Receipt of Special Order**

---

Have you ever been convicted of a misdemeanor crime of domestic violence as defined by the federal law, Title 18, United States Code, Section 921 (33) (A)?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ I am not sure: \_\_\_\_\_

I acknowledge that I have received a copy of Special Order No. 7, 1997, "Domestic Violence-Employee Convictions." I have read the contents of the Order and have truthfully answered the above question.

---

Signature

---

Print Name and Serial No.

---

Date

LAPD 70-11.09.0 (Rev. 6/97)

LOS ANGELES POLICE DEPARTMENT  
EQUIPMENT/FIREARMS RECEIPT

<input type="checkbox"/> ISSUED <input type="checkbox"/> RECEIVED	EMPLOYEE	SERIAL NO.	DIVISION	DATE
QUANTITY	DESCRIPTION			SERIAL NUMBER
<input type="checkbox"/> ISSUED <input type="checkbox"/> RETURNED	BY:	SERIAL NO.	DIVISION	RECEIVED BY: SERIAL NO. DIVISION



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

JULY 31, 1997

SUBJECT: RETALIATION POLICY - REVISED

**PURPOSE:** Every employee of the Los Angeles Police Department has the right to work in a professional atmosphere and without fear of retaliation that may result from bringing a formal or informal complaint alleging any type of misconduct or from undertaking any of the activities described in the definition below. We undermine our mission of upholding the law and protecting the public if we fail to do so among our own ranks. To ensure that all employees are afforded the opportunity to perform their duties to their fullest potential, it is essential that a supportive work environment be maintained. It is, therefore, every employee's responsibility to refrain from acts of retaliation and to report acts of retaliation. It is recognized that an employee experiencing retaliation may be hesitant to report it; however, the employee is encouraged to come forward to ensure a prompt resolution to the problem. *It is the express duty and responsibility of commanding officers and supervisors to ensure that: (1) the officers and support staff under their command neither perpetrate nor perpetuate any form of retaliation; (2) no officer or employee experiences any form of retaliation; (3) no officer or employee acts to inhibit the implementation of this policy; and, (4) acts of retaliation are reported.*

**DEFINITION:** Retaliation is defined as, but not limited to: harassing language, behavior or conduct, unwarranted punitive action or acts of discrimination that are directed toward another employee, or such employee's family or friends, in response to such employee:

- \* Bringing a complaint or grievance alleging any type of misconduct, including retaliation;
- \* Testifying on behalf of, and/or in support of, another employee who has brought a complaint or grievance alleging any type of misconduct, including retaliation;
- \* Advising another employee who has complained of any type of misconduct, including retaliation; or
- \* Assisting or participating in any investigation, proceeding or hearing concerning the employee who complained of the misconduct, or taking other actions which are legally protected by federal, state, local or constitutional laws, or any LAPD policy.

JULY 31, 1997

Equal opportunity and non-discrimination laws, and related Department policies prohibit employers and employees from retaliating against others who undertake any of the activities described above in the definition section.

Retaliation also includes acts by a supervisor as reprisal for legitimate and legally protected words or actions of a subordinate, including the subordinate's bringing a complaint alleging any misconduct, including retaliation. Retaliatory action of any type and in any form is considered a separate violation of Department policy. *Supervisors have a special responsibility to ensure that their actions are not retaliatory and that they act to effectively prohibit others from engaging in retaliatory acts.*

**EXAMPLES OF VIOLATIONS:** Open/overt and subtle/covert actions that are taken in response to an employee's activities described above in the definition section will constitute retaliation and violations of this Order. Those actions include, but are not limited to:

- \* Creating or contributing to a hostile work environment by intimidation, ridicule, inappropriate jokes, cartoons, posters, remarks or gestures;
- \* Joining other employees in creating or contributing to a hostile work environment of the unit to which the accused and/or complainant are assigned;
- \* *Refusing to provide backup to another employee;*
- \* Unjustifiably refusing to assist or cooperate with the performance of work related activities with the employee who brought the complaint;
- \* Repeatedly ignoring, shunning or excluding another employee from work related activities;
- \* Encouraging and/or directing other employees to take or become involved in acts of retaliation toward another employee;
- \* Administrative or shift transfers or undesirable assignments outside normal distribution patterns;
- \* Improper use of the performance evaluation system (e.g., evaluating an employee according to a standard different than evaluation standards applied to similarly situated employees);
- \* Improper use of comment card entries;
- \* Abuse of military endorsement;
- \* Improper use of the disciplinary system (including, but not limited to, initiating a personnel complaint which after investigation, is determined by the Commanding Officer, Internal Affairs Group, to be substantially without merit);

- \* Impugning the character or reputation of either the complainant or the accused, except when legally protected by federal, state, local or constitutional laws, or any LAPD policy; and
- \* The improper withholding of pay grade advancements, coveted assignments or promotional opportunities.

**POLICY:** The Department prohibits acts of retaliation in any form and employees who commit the same are subject to disciplinary actions up to and including termination.

**Commanding Officers and Supervisors - Responsibilities.**

Commanding officers and supervisors have the responsibility to:

- \* Take immediate action to stop any retaliation;
- \* Ensure that subordinates are trained and knowledgeable of this policy and understand the types of conduct which constitutes retaliation, as well as the consequences of violating this Order;
- \* Create an environment that encourages subordinates who believe they are experiencing retaliation to report it;
- \* Expediently and thoroughly investigate and/or assist in the investigation of any retaliation complaint; and
- \* Foster and maintain a harassment and retaliation free environment.

Regardless of whether or not an employee actually complains, either formally or informally, supervisors and the management of the Department who know or have reason to know that retaliation is occurring shall comply with this Order and take appropriate action in accordance with established Department policies, procedures and standards.

**Employees - Responsibilities.** All employees have the responsibility to promote and take the necessary actions to maintain a work environment free of retaliation.

An employee who witnesses or becomes aware of any retaliatory act(s) against another employee shall expeditiously notify a Department supervisor, the Department Equal Employment Opportunity representative, the Discrimination Complaint Investigation Unit, or any other reporting avenue provided by City policy.

**Exception:** An employee is not required to expeditiously report an act of retaliation(s) when there are legitimate extenuating circumstances. For example, an employee is told of an act(s) of retaliation in confidence by the complainant.

Employees experiencing retaliation are encouraged to come forward and report the incident to a Department supervisor, the Department Equal Employment Opportunity representative, the Discrimination Complaint Investigation Unit, or any other reporting avenue provided by City policy. Additionally, employees experiencing retaliation are encouraged (but not obligated) to ask the person whom they suspect of retaliation to stop the specific retaliatory acts if such employees believe that such a request would have a likelihood of stopping the retaliation.

Failure by any commanding officer or supervisor to take appropriate and timely action to stop retaliation or to knowingly allow such conduct to exist, shall result in disciplinary action in accordance with established Department policies, procedures and standards up to and including termination.

When incidents of retaliation occur, or potential for retaliation develops, it is critical that actions taken by the concerned commanding officer, supervisor, or other employee be documented in his/her rating report. Commanding officers shall ensure that actions taken to prevent, intervene, or otherwise stop the retaliatory conduct, as well as failure to take the appropriate action, be included in the evaluation.

**PROCEDURE:**

**I. RETALIATION - SPECIFIC PREVENTIVE PROCEDURES.**

**A. Supervisor - Responsibilities.** Upon notification that any complaint has been filed by an employee, the employee's supervisor shall:

- \* Meet with the complainant to explain the investigation process relating to the complaint and discuss the possibility of retaliation from the accused or other employees against the complainant;
- \* Encourage the complainant to report informally or formally any harassing or retaliatory behavior and reassure the complainant that prompt and appropriate action will be taken if retaliation in fact occurs;
- \* Meet with the accused to explain the investigation process relating to the complaint. Inform the accused about the need to refrain from acts that could be considered harassing or retaliatory and explain to the accused what constitutes retaliation. Also inform the accused that should he/she take, or should the accused encourage

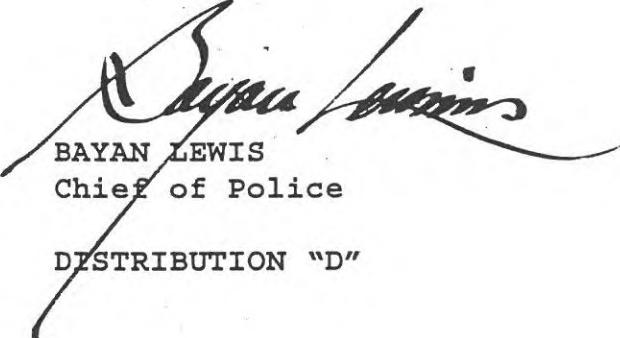
his/her friends or colleagues to take, such retaliatory actions against the complainant, the supervisor (as well as the management of the Department) will take prompt and appropriate disciplinary action;

- \* Provide supervisory oversight of the actions of the complainant, accused, and colleagues of the accused, and intervene at the first sign of retaliatory behavior; and
- \* Immediately initiate a personnel complaint investigation against any and all responsible employees for retaliatory acts.

B. **Chief of Police - Responsibility.** The Chief of Police will adjudicate sustained personnel complaints regarding retaliation in accordance with the Los Angeles City Charter.

**AMENDMENTS:** This Order adds section 3/890.10, 3/890.20 to, and amends Section 1/272 of, the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each operations bureau and Human Resources Bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BAYAN LEWIS  
Chief of Police

DISTRIBUTION "D"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

AUGUST 11, 1997

SUBJECT: ALLEGED PROBATION VIOLATION NOTICE, FORM 9.12.0 - ACTIVATED

PURPOSE: This Order activates the Alleged Probation Violation (APV) Notice, Form 9.12.0, as an official Department form. The APV Notice will be used by officers assigned to Community Resources Against Street Hoodlums (CRASH) Units to cite juvenile gang members who violate the conditions of their probation.

PROCEDURE:

I. ALLEGED PROBATION VIOLATION (APV) NOTICE, FORM 9.12.0 - ACTIVATED. The Alleged Probation Violation (APV) Notice, Form 9.12.0, is activated.

A. Use of Form: This form is used by CRASH personnel to cite juvenile gang members, listed on the Gang Reporting Evaluation And Tracking (GREAT) list, who are found to have violated the conditions of their probation.

B. Completion. The APV Notice shall be completed by filling in the prescribed boxes and listing the corresponding letter(s) for the condition(s) of probation being violated in the narrative portion of the form. Officers shall list the names of the known gang members whom the violator was found to be associating with, if that condition of probation is being violated.

C. Distribution.

1 - Original, Probation Department  
1 - Copy, Violator  
1 - Copy, CRASH Unit

3 - TOTAL

FORM AVAILABILITY: The APV Notice, Form 9.12.0, will be available for ordering from Supply Division within 90 to 120 days.

AMENDMENTS: This Order adds Section 5/9.12.0, to the Department Manual.

AUGUST 11, 1997

AUDIT RESPONSIBILITY: Geographic bureau commanding officers shall monitor compliance with this directive in accordance with the Department Manual Section 0/080.30.

  
BAYAN LEWIS  
Chief of Police

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

AUGUST 12, 1997

SUBJECT: PRISONER LIST, FORM 6.43.0 - DEACTIVATED.

PURPOSE: This Order deactivates the Prisoner List, Form 6.43.0, as an official Department form.

PROCEDURE:

- I. PRISONER LIST, FORM 6.43.0 - DEACTIVATED. The Prisoner List, Form 6.43.0, is deactivated. The discontinued Form 6.43.0, shall be marked "obsolete" and placed into the divisional recycling bin.

AMENDMENT: This Order deletes Section 5/6.43.0 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Jail Division, shall monitor compliance with this directive in accordance with the Department Manual Section 0/080.30.



BAYAN LEWIS  
Chief of Police

DISTRIBUTION "B"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

AUGUST 12, 1997

SUBJECT: CORRECTIONS TO OFFICERS' DRIVING RECORDS

PURPOSE: This Order revises the reporting procedures for sworn employees whose driving records improperly reflect an on-duty traffic collision. The responsibility for requesting the Department of Motor Vehicles to correct a sworn employee's driving record shall be reassigned to the Fleet Safety Coordinator, Traffic Coordination Section.

PROCEDURE:

- I. EMPLOYEE-RESPONSIBILITY. A sworn employee whose driving record improperly reflects an on-duty traffic collision may correct the error by completing an Employee's Report, Form 15.7, and submitting it to his/her supervisor for approval. The Form 15.7 shall contain:
  - \* The sworn employee's full name, serial number, division of assignment and California driver's license number;
  - \* The date and location of traffic collision in question and;
  - \* The Division of Record (DR) number for the reported traffic collision.
- II. SUPERVISOR/WATCH COMMANDER-RESPONSIBILITY. The supervisor or watch commander reviewing the Employee's Report, Form 15.7, shall review the report for completeness and ensure the report is forwarded to the Fleet Safety Coordinator, Traffic Coordination Section.
- III. FLEET SAFETY COORDINATOR/TRAFFIC COORDINATION SECTION-RESPONSIBILITY. The Fleet Safety Coordinator, Traffic Coordination Section, shall verify the traffic collision occurred on-duty, shall assist the sworn employee with compiling any required documentation and will initiate all related correspondence to DMV.

AMENDMENTS: This Order amends Sections 2/1020.15 and 4/440.26, of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

  
BAYAN LEWIS  
Chief of Police

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

AUGUST 12, 1997

SUBJECT: REPORTING PROPERTY MISSING FROM RECOVERED VEHICLES - REVISED

PURPOSE: This Order revises existing procedures established in Manual Section 4/220.47.

PROCEDURE: Effective immediately, property missing from a recovered vehicle shall be reported on a Preliminary Investigation Report (PIR), Form 3.01. The PIR shall be entitled, "PROPERTY MISSING FROM RECOVERED VEHICLE." The Stolen Vehicle DR number shall be used on the PIR, Form 3.01.

AMENDMENTS: This Order amends Sections 4/220.47, and 5/3.04, of, and adds Section 5/3.1C, to the Department Manual.

AUDIT RESPONSIBILITY: Each Operations Bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

  
BAYAN LEWIS  
Chief of Police

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

AUGUST 12, 1997

**SUBJECT: EXPLOSIVE HAZARD - NOTIFICATION**

**PURPOSE:** This Order establishes procedures for notifying Air Support Division (ASD) personnel of potential explosive hazards and establishes a new radio code, "Code Five Edward" (Explosive Hazard).

**PROCEDURE:**

- I. CODE FIVE EDWARD - ESTABLISHED.** A "Code Five Edward" shall be used to notify Air Support Division (ASD) personnel of an explosive hazard to low-altitude aircraft. All units shall avoid the vicinity except in an emergency or in a response to a call for service.
- II. OFFICERS - RESPONSIBILITIES.** An officer determining that an explosive hazard exists to low-altitude aircraft shall immediately notify Communications Division of a "Code Five Edward" via telephone or radio.

**Note:** Radio or Mobil Digital Terminal (MDT) communications may detonate an explosive device. All radio or MDT communications should be made approximately one block (500 feet) away from the "Code Five Edward" location.

The officer shall inform Communications Division of the "Code Five Edward" location, and the area of the established perimeter (as measured in feet) around the bomb device/explosive hazard.

**Note:** If personnel from the Explosives Unit, Scientific Investigation Division, determine that the established perimeter is insufficient for the potential hazard rendered from a suspected explosive device, they shall immediately notify Communications Division of the expanded perimeter as measured in feet.

A "Code Five Edward" notification shall be made in addition to all the other Department requirements for investigations involving explosives (4/212.50), when the following circumstances exist:

- \* Incident involving an explosive device which is in an exposed (open air) area or will be moved to an exposed area.
- \* Incident where the Explosives Unit intends to "render-safe" any explosive item in an exposed area.

AUGUST 12, 1997

- \* Incident involving any explosives (indoors or outdoors) where the explosion could result in blast pressures that may be hazardous to aircraft operations.

**III. SUPERVISORS - RESPONSIBILITIES.** The concerned supervisor shall ensure that Communications Division is notified of any perimeter adjustment. When the need for a "Code Five Edward" no longer exists, the concerned supervisor shall ensure that Communications Division is notified to clear the "Code Five Edward."

**IV. COMMUNICATIONS DIVISION - RESPONSIBILITIES.** Upon receiving notification of a "Code Five Edward," the Radio Telephone Operator (RTO) shall immediately broadcast the "Code Five Edward" notification and the location.

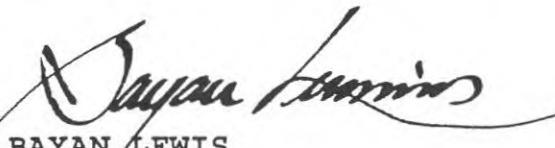
The Watch Commander, Communications Division, shall ensure that the Watch Commander, ASD, is notified of the "Code Five Edward" broadcast and any adjusted perimeter throughout the incident.

**V. WATCH COMMANDER, ASD - RESPONSIBILITIES.** Upon notification of the "Code Five Edward" location, the Watch Commander, ASD, shall ensure that deployed Department aircraft are notified of the "Code Five Edward" location and any adjusted perimeter throughout the incident. The Watch Commander, ASD, shall further ensure that similar broadcasts are provided to media aircraft in the area.

**Note:** Department pilots shall determine a safe altitude for any Department aircraft responding to a "Code Five Edward" location upon notification of any perimeter adjustment.

**AMENDMENTS:** This Order amends Sections 4/120.40 and 4/212.50 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer of Support Services Bureau and each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BAYAN LEWIS  
Chief of Police

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

OCTOBER 24, 1997

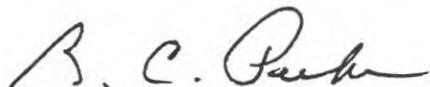
SUBJECT: REORGANIZATION OF THE EXPLOSIVES UNIT, SCIENTIFIC INVESTIGATION DIVISION

EFFECTIVE: October 20, 1997

PURPOSE: In the Department's reorganization (Administrative Order No. 3, 1997), it was noted that the Explosives Unit, Scientific Investigation Division, would be reassigned to Detective Support Division (DSD). That movement will place the new Explosives Section within the same command as Criminal Conspiracy Section so that officers responsible for rendering explosive devices safe can work more closely with the officers responsible for the follow-up investigation into those crimes. As the details of that transition have now been worked out, this Order will implement that reorganization.

PROCEDURE. Effective Monday, October 20, 1997, the Explosives Section and all of its duties and responsibilities are transferred to DSD. That transfer includes all equipment and supporting items such as overtime. The Explosives Section will continue to be housed at their current location and maintain their existing telephone numbers.

AMENDMENTS: This Order deletes Sections 2/670.80, 2/670.81, 2/670.83 of, amends Sections 2/1043, 2/1043.01, and 2/1043.08 of, and adds Sections 2/1043.25, 2/1043.27, and 2/1043.29 to, the Department Manual.



BERNARD C. PARKS  
Chief of Police

Distribution "D"